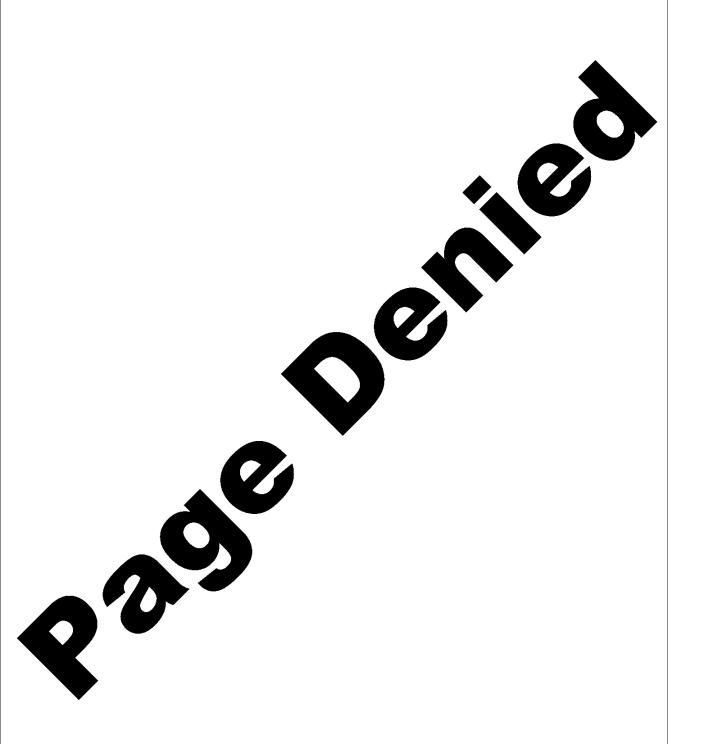
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7 FEB 1978

MEMORANDUM FOR THE RECORD

FROM:

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PDB/Information Systems Security Group, OS

SUBJECT:

Handling of TS Material within Information

Review Staff

1. On 2 February 1978, and Information Review Staff, Information Systems Analysis Staff, met with and the undersigned in the to discuss the handling of a large volume of TS documents temporarily in the custody of IRS. IRS is in the process of reviewing large volumes of Archival records currently under thirty year review requirement for downgrading as established by EO 11652.

The normal process for receiving TS material from Archives or the Records Center is to have that material sent through the area TS control officer who is charged with custody of the documents. Due to the volume of work, advised that this would not be a workable situation, and that an arrangement had been made to have the material the TS control sent directly to officer for IRS. We initially agreed to this procedure, but we stipulated that any TS documents that were downgraded must be appropriately marked and the green sheet returned to this Office. Office will in turn issue a regrading bulletin to all TS Area Control Officers announcing the downgrading or declassification of a document. green sheet will reflect a stamp (see attached) giving the authority, date and by whom the document was reclassified. If a document is upgraded in classification to TS, a green sheet must be attached to the document and it must be entered into the TSCADS System.

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3. that wer	had a 1 e discussed and althou	list of several ques	tions l totally	STAT
resolved	, our basic understand	ling was that we woul	ld be	
willing to work with IRS to achieve the desired control over the documents and without having to input everything				
into TSCADS. In particular, we did not wish to enter all				
of the TS documents, temporarily in IRS's custody for review, into the TSCADS System. Since had				STAT
taken shorthand notes of the meeting,				SIAI
agreed to initiate a memorandum of agreement regarding				
what had been discussed and forward it to this office for coordination.				
			]	STAT